

Sign Application

City of Morganton - PO Box 3448, Morganton, NC 28680-3448

305 E. Union St. Suite A100, Morganton, NC 28655 - www.ci.morganton.nc.us



Return the completed application, **including building frontage and the proposed sign dimensions**, to Terry Jordan, Zoning Administrator, City of Morganton, P.O. Box 3448, Morganton, N.C. 28680-3448, or fax to (828) 438-5264.

Your sign contractor must have a **valid privilege license** to work in Morganton prior to the issuance of a sign permit.

Contractors may apply at the City Tax Office, City Hall, 305 East Union Street, Suite A 100. The Privilege License is also available on-line at www.ci.morganton.nc.us. (* Required before sign permit will be issued.)

Applicant Information

Business Name	_____	Application Date	_____
Mailing Address	_____	Phone No.	_____
	_____	Building	_____
	_____	Frontage & Height	_____
Sign Location	_____	No. of Street Sides	_____
Sign Contractor	_____	Contractor Phone	_____
Contractor Address	_____	Privilege License <input type="checkbox"/> *	
	_____	(* Required before sign permit will be issued.)	

If electrical permit is needed, please contact Crystal Reed at creed@ci.morganton.nc.us or call 828-438-5266.

Sign Type: Permanent

<input type="checkbox"/> Wall	_____ Sq.Ft.	<input type="checkbox"/> Canopy	_____ Sq.Ft.
<i>(includes wall mounted banners)</i>			
<input type="checkbox"/> Projecting	_____ Sq.Ft.	<input type="checkbox"/> Other	_____ Sq.Ft.
<input type="checkbox"/> Any existing signage to remain	_____ Sq.Ft.		

FREE STANDING SIGNS REQUIRE BUILDING INSPECTOR APPROVAL FOR THE FOOTINGS: (If signs are under 20 feet in height, we will accept computer software programs such as Sign Calculator Software for footings: 90 MPH wind load and 20 lb. snow load) (Signs 20 feet and above require a N.C. Engineer's Seal on the footing details)

<input type="checkbox"/> Free Standing	_____ Sq.Ft.	Height	_____
Sign Cost	\$ _____	<i>(Do not include installation costs.)</i>	
Remarks	_____		

Attached Drawing ☐* (* Required before sign permit will be issued.)

Building Inspector Approval: _____

Zoning Administrator Approval: _____

Sign Application Fees

Freestanding signs (face change only)	\$1.00 per square foot (length x width)
Freestanding signs (includes footing inspection)	\$75.00 + \$1.00 per square foot (length x width)
Wall Sign (face change only)	\$.50 per square foot (length x width)
Wall Sign (includes Canopy, Banner or Projecting)	\$1.00 per square foot (length x width)
Development Entrance	\$1.00 per square foot (length x width)
Existing off-premise (CHANGE OUT TO DIGITAL)	\$75.00 + \$1.00 per square foot (length x width)
Interstate sign	\$75.00 + \$1.00 per square foot (length x width)

Send the approved application and fee to:

City of Morganton Development & Design Services
Attn: Zoning
PO Box 3448
Morganton, NC 28680-3448